

How to Find the Associated PO Number and Receipt Number for a Voucher

Vouchers that are not related to Travel Expense or Non-PO Vouchers should be created based off of an associated receipt. When these vouchers are created correctly, information details about the PO and the Receipt can be found within the *Related Documents* tab of the voucher. To view this information, the user can do one of two things:

Option 1: Uses the Voucher ID to perform the search

- 1) Select **Main Menu > Accounts Payable > Vouchers > Add/Update > Voucher Search**.

Oracle

Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Voucher Search

Voucher Search

Voucher Information

*Business Unit: MDJUD
 Voucher ID: 00015055
 Invoice Number:
 Related Voucher:
 Entry Status:
 Voucher Style:
 Voucher Source:

Vendor Detail

Vendor ID:
 Short Vendor Name:
 Name:
☒ New window

- 2) Enter the Voucher ID in the **Voucher ID** field. (The **Business Unit** should already have "MDJUD" defaulted within its field.)
- 3) Click the **Search** button.

Oracle

Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Voucher Search

Voucher Search

Voucher Information

*Business Unit: MDJUD
 Voucher ID: 00015055
 Invoice Number:
 Related Voucher:
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 Voucher Style:
 Voucher Source:

Vendor Detail

Vendor ID:
 Short Vendor Name:
 Name:
☒ New window

Search Results

Personalize | Find | View All | First 1 of 1 Last

Business Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Style	Voucher Source	Entry Status	Gross Invoice Amount	Transaction Currency
MDJUD	00015055	1382185-0	09/13/2013	Regular	Online	Postable	174.87	USD

- 4) Click the **Voucher ID** [00015055](#) hyperlink to open the voucher.

ORACLE

Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry

Summary **Related Documents** Invoice Information AOC MD Payment Payments Voucher Attributes Error Summary


Business Unit: MDJUD Invoice No: 1382185-0
 Voucher ID: 00015055 Invoice Date: 09/13/2013
 Voucher Style: Regular Voucher
 Vendor ID: 0000005387

Action:

Payment Details

Payment Status	Scheduled to Pay	Payment Reference	Remit SetID	Remit Vendor	Remitting Address	Payment Method	Gross Payment Amount	Paid Amount	Payment Currency
Not Selected for Payment	09/26/2013		SHARE	0000005387		1 CHK	174.87		USD

Summary | Related Documents | Invoice Information | AOC MD Payment | Payments | Voucher Attributes | Error Summary

- 5) Click the **Related Documents** [Related Documents](#) tab.
- 6) Click the **Expand**  button for the **Voucher Line – PO Information** and for the **Voucher Line – Receiver Information**.

ORACLE

Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry

Summary Related Documents Invoice Information AOC MD Payment Payments Voucher Attributes Error Summary

Business Unit: MDJUD Invoice No: 1382185-0
 Voucher ID: 00015055 Invoice Date: 09/13/2013
 Voucher Style: Regular Voucher
 Vendor ID: 0000005387

Action:

Payment Details

Payment Status	Scheduled to Pay	Payment Reference	Remit SetID	Remit Vendor	Remitting Address	Payment Method	Gross Payment Amount	Paid Amount	Payment Currency
Not Selected for Payment	09/26/2013		SHARE	0000005387		1 CHK	174.87		USD

Voucher Line - PO Information

Invoice line	Match Line Option	PO Business Unit	Purchase Order	Line Number	Schedule Number	Item ID	Quantity Vouchered	Unit of Measure	Unit Price
1	Full Match	MDJUD	0000040460	1		1	1.0000	AMT	

Voucher Line - Receiver Information

Invoice line	Receiving Business Unit	Receipt Number	Receipt Line	Receiver Shipping Sequence	Quantity Entered	Unit of Measure	Applied Receiver Merch Amt	Merchandise Amount
1	MDJUD	0000000766	1		1	1.0000	AMT	174.870

Summary | Related Documents | Invoice Information | AOC MD Payment | Payments | Voucher Attributes | Error Summary

- 7) Once expanded, the user can see the **Purchase Order (PO ID)** and the **Receipt Number** that is associated to the voucher.

Option 2: *Uses the Invoice ID on the Voucher to perform the Search*

- 1) Select **Main Menu > Accounts Payable > Review Accounts Payable Info > Vouchers > Voucher**.

Voucher Inquiry

Search Criteria

Search Name	ALL	
	From	To
Business Unit	MDJUD	MDJUD
Invoice Id	1382185-0	
Vendor SetID	SHARE	
Short Name		
Vendor Name 1		
Vendor Name 2		
Vendor ID		
Vendor Location		
Entry Status		
Accounting Dt		
Invoice Date		
Due Date		
Entered Date		
Origin Set ID		
Origin		
Control Group ID		
Contract ID		
Lease Number		
PO Business Unit		
Purchase Order		
Item ID		
*Amount Rule	Any	
Amount		
Currency		
*Voucher Style	All Vouchers	
Post Status		
Approval Status		
Voucher Balance		
Voucher Source		
User ID		
GL Business Unit		
Account		
Department		
VAT No		
Process Instance		
Match Status		
Sanctions Status		
Max Rows	300	<input type="button" value="Search"/> <input type="button" value="Clear"/>

Sort Criteria

*Sort By:	Voucher ID	<input type="button" value="Sort Display"/>
*Sort Asc/Dsc:	Ascending	

Display Currency Criteria

- 2) Enter the **Invoice ID** in the **Invoice ID** field.
- 3) Click the **Search** button.

Voucher Inquiry Results									
Personalize Find View All First 1 of 1 Last									
Voucher Details Amounts More Details Vendor Details									
Business Unit	Voucher ID	Invoice Number	Invoice Date	Vendor ID	Entry Status	Match Status	Match WorkBench	Scheduled Payments	Short Vendor Name
MDJUD	00015055	1382185-0	09/13/2013	0000005387	Postable	Matched			RUDOLPHSOF-001

- 4) When the results displays at the bottom of the **Voucher Inquiry** page, click the **More Details** tab.

Voucher Inquiry Results														
Personalize Find View All First 1 of 1 Last														
Voucher Details Amounts More Details Vendor Details														
Business Unit	Voucher ID	Voucher Style	Vendor Loc	Detail Lines	Post Status	Approval Status	Approval History	Close Status	Origin	Due Date	Basis Date	Acctg Date	Entered on	Budget Header Status
MDJUD	00015055	Regular Voucher	000		Unposted	Approved	Approval History	Open	ONL	09/26/2013	09/26/2013	09/26/2013	09/26/2013	Not Budget Checked
														Valid Budget Check

- 5) Click the **Details Lines** button.

ORACLE														
Favorites Main Menu														
Voucher Details														
Business Unit: MDJUD					Gross Amount: 174.87									
Voucher ID: 00015055					Misc Charges: 0.00									
Invoice No: 1382185-0					Total VAT: 0.00					Attachments (1)				
Invoice Dt: 09/13/2013					Transaction Currency: USD					Comments(0)				
Vendor ID: 0000005387														
Name: RUDOLPHS OFFICE & COMPUTER SUPPLY INC														
Invoice Lines Find View All First 1 of 1 Last														
Line: 1		Description: Office Supplies (Judicial)			Merchandise Amt: 174.87									
Item ID:		Quantity: 1.0000			UOM: AMT		Unit Price: 174.87000							
PO Business Unit: MDJUD		PO Number: 0000040460			PO Line: 1		PO Schedule: 1							
Receipt Unit: MDJUD		Receipt Number: 0000000766			Receipt Line: 1		Schedule: 1							
Distributions Personalize Find View All First 1 of 1 Last														
GL Chartfields														
Distrib Line	Merchandise Amt	GL Unit	Batch Agy	PCA	Fund	Account	Program	Approp Number	Approp Yr	Dept	PC Bus Unit	Project	Activ	
1	174.87	MDJUD	C25	T1800	0001	0902	T180	A0010	AY2014					

- 6) When the **Voucher Details** page displays, the associated **PO Number** and the **Receipt Number** are shown.